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Ser 1841.2/6178
10 April 1996

From: Commanding Officer, Engineering Field Activity (EFA), West, Naval Facilities
Engineering Command
To: Distribution

Subj.: RAB APRIL 18, 1996 MEETING

Encl: (1) April 18, 1996 RAB Agenda
(2) Draft RAB Meeting Minutes of March 21, 1996

1. The next RAB meeting will be held on Thursday, April 18, 1996 at the Ambrose Community Center, 3105 Willow Pass Road, Bay Point, CA.
2. Enclosure (1) is the draft agenda for the April 18, 1996 RAB meeting, which will begin at 7:00 p.m. Among the agenda items, this meeting will include two presentations. The first presentation will be conducted by Mr. Mark Herbach, EFA West regarding environmental funding for the Navy bases including WPNSTA Concord. The second will be presented by two RAB members on the revised model speech of the public speaking workshop that was conducted on March 23, 1996.
3. Enclosure (2) is the draft RAB meeting minutes of the March 21, 1996 RAB meeting. This document will be finalized during the RAB meeting scheduled for April 18, 1996.
4. If you have any questions or comments regarding the issues discussed in this letter, please contact me at (415) 244-2558, or Mr. Herb Schwartz, RAB Community Co-chair, at (510) 644-0577.

Original signed by:

RONALD YEE
By direction

Distribution:
Ms. Elizabeth Robinson Anello
Mr. Steven Bachofer
Ms. Shirley Buford
Mr. Jim Campbell
Mr. Richard Cox
Mr. Scott Etzel
Mr. Craig Fletcher
Mr. John Fuery
Mr. Steve Gallo
Mr. Edward Gardner
Ms. Susan Gladstone

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Subj.: RAB APRIL 18, 1996 MEETING

Distribution:

Mr. Neal Grindheim
Mr. Anthony Jorgenson
Mr. James Koeppel
Mr. David Kory
Ms. Sylvia Kotecki
Mr. Eugene Kuroczko
Mr. Ralph Lambert
Mr. Clint Mayfield
Mr. William Mero
Ms. Loulena Miles
Ms. Earlene Millier
Ms. Colleen Monahan
Mr. Larry Myers
Mr. Raymond O'Brien
Mr. Henry O'Hagen
Ms. Connie Peak
Mr. John Pearson
Mr. Richard Pieper
Mr. James Pinasco
Mr. Richard Purdue
Mr. David Rege
Mr. John Rosengard
Ms. Catie Roy
Mr. Herb Schwartz
Mr. Thomas Shirley
Dr. Barbara Smith
Ms. Jeanne Waggoner
Mr. Wilfred Zukeran

Copy to:

Mr. George Delacruz
Ms. Suzanne Craft

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**NAVAL WEAPONS STATION CONCORD
RESTORATION ADVISORY BOARD**

MEETING MINUTES

**Ambrose Community Center
3105 Willow Pass Road
Bay Point, California**

Thursday, March 21, 1996

OLD BUSINESS

I. WELCOME AND INTRODUCTIONS/COMMUNITY CO-CHAIR'S REPORT

A. Welcome and Introductions

The Naval Weapons Station (WPNSTA) Concord Restoration Advisory Board (RAB) met at 7:05 p.m. on March 21, 1996, in the Ambrose Community Center in Bay Point, California. The Community Co-Chair, Mr. Herb Schwartz, welcomed the RAB members to the RAB meeting. He began the meeting by introducing himself and then asking the RAB members and the audience to introduce themselves. The purpose of the meeting was to discuss the Solid Waste Management Unit (SWMU) sites and the overall cleanup schedule for WPNSTA Concord.

After opening the meeting, Mr. Schwartz discussed the role of the RAB. He stated that the RAB serves as an advisor to the Navy and provides comments to the Navy and regulators on various environmental cleanup issues. Mr. Schwartz explained that the Department of Defense-U.S. Environmental Protection Agency (EPA) RAB procedures guidance, updated May 1995, provides for the RAB to (1) assert the public voice consulting and providing advise to the Navy, (2) monitor cleanup progress at installations, (3) advise the Navy on environmental restoration and land use issues related to cleanup of installations, and (4) advise the Navy on acceptable risks and cleanup strategies.

These minutes summarize the items discussed during the RAB meeting and are not a verbatim transcript. Attachment A is a list of the attendees. Attachment B is the meeting agenda.

B. Community Co-Chair's Report

1. Report on Correspondence

a. CAREER/PRO RAB Video

Mr. Schwartz announced that he received a fax from CAREER/PRO, a nonprofit organization funded through San Francisco State University. He noted that CAREER/PRO offers a video presentation on RABs to assist them when working with the Navy and regulators.

b. Presentation on Archeological Sites

Mr. Schwartz also announced that he received a faxed memorandum dated March 5, 1996, from Mr. Ray O'Brien, a RAB member, suggesting that the RAB invite Mr. Dean MacLeod, of the Concord Historical Society, to speak to the RAB regarding the potential for discovering archeological sites at the naval weapons station. Mr. Schwartz asked if there were any objections regarding the inclusion of a presentation by Mr. MacLeod on the agenda for the April RAB meeting. Mr. David Kory asked for clarification regarding the purpose of including the archeological presentation. Mr. O'Brien explained that he had concerns regarding potential archeological sites that Mr. MacLeod may be able to address. Hearing no objections, Mr. Schwartz announced that the RAB will invite Mr. MacLeod to the April RAB meeting to speak for about 10 minutes concerning the possible existence of archeological sites at the naval weapons station. Mr. O'Brien agreed to contact Mr. Schwartz regarding Mr. MacLeod's availability.

Mr. Schwartz noted that Mr. O'Brien sent a letter addressed to Mr. Richard Pieper, Navy Co-Chair, regarding the potential for disturbing archeological sites during the environmental cleanup at the naval weapons station. Mr. Ronald Yee, Engineering Field Activity West (EFA WEST), Naval Facilities Engineering Command, announced the Navy is preparing a response to Mr. O'Brien's concerns. Mr. Yee stated that he will submit the Navy's response for inclusion in the next mailing of the meeting minutes to the RAB (see Attachment C).

2. Naval Weapons Station RAB Site Tour

Mr. Schwartz noted that Mr. Pieper recommended that the RAB consider scheduling the proposed site tour for Saturday, April 27, 1996. Hearing no objections, Mr. Schwartz announced the site tour will be held on April 27.

3. Other Items

Mr. Schwartz announced the resignation of Ms. Tatiana Roodkowsky from her position at PRC Environmental Management, Inc. (PRC) and thanked her for her efforts in working with the WPNSTA Concord RAB. The RAB passed the following resolution of commendation for Ms. Roodkowsky:

"Whereas Tatiana Roodkowsky has provided skilled and effective development and implementation work in the creation of the NWSC RAB, and has provided ongoing support of the RAB in preparation of minutes, facilitating the presentation of reports, and her planned speaker's workshop on March 23rd to assist RAB members who will provide information and education to the community, the RAB hereby commends Tatiana's dedication and professionalism and wishes her good fortune in her future endeavors."

4. Agenda Presentation

Mr. Yee announced that he will provide a speaker, Mr. Mark Herbach, EFA WEST, to report on Navy environmental funding for the current and upcoming fiscal years, including funding for WPNSTA Concord.

II. MEETING MINUTES APPROVAL

Mr. Schwartz asked the RAB if there were any comments to be submitted for the February 15, 1996, RAB meeting. The minutes were approved as read.

III. SOLID WASTE MANAGEMENT UNIT SITES

Mr. Schwartz introduced Mr. Roger SooHoo, EFA WEST, to discuss the status and the Navy's planned actions for the SWMU sites, including three corrective actions. Mr. SooHoo explained that he is a remedial project manager (RPM) for the Navy and serves as the RPM for the WPNSTA Concord SWMU sites. Mr. SooHoo noted that he works closely with Mr. Yee and with Mr. Roy Santana, who serves as the RPM for the Litigation Area sites.

Mr. SooHoo defined SWMU as "any discernable waste management unit from which hazardous constituents may migrate, irrespective of whether the unit was intended for management of solid or hazardous waste." He explained that in 1992, the California Department of Toxic Substances Control (DTSC), identified 49 sites which warranted investigation into past disposal practices. DTSC notified the Navy through a report entitled the "RCRA Facilities Assessment Report" (RFA).

Mr. SooHoo noted that RCRA is the acronym for the Resource Conservation and Recovery Act, which is the federal statute that provides the legal framework for regulating solid wastes and hazardous wastes.

Mr. SooHoo explained that although the RFA initially identified 49 SWMU sites, DTSC determined upon further investigation, that 25 of these sites required no further action. For the remaining 24 sites, the RFA recommended that further investigations are to be performed by the Navy. Subsequent to the issuance of the RFA, the Navy identified five additional sites from the original 49 that should be investigated. Therefore, the total sites to be investigated totalled 29 sites.

Mr. Schwartz asked whether the initial list of 49 sites contained in the RFA includes all possible sites. Mr. James Pinasco, DTSC, explained that the list is all-inclusive, and contains historical information. He noted that a number of sites may typically be placed on the list, and that further investigation will indicate that no further action is necessary.

Mr. SooHoo stated that the following are four key goals of the RFA:

- Characterization of the geology and hydrogeology underlying the SWMU sites
- Identification of past disposal practices
- Determination of the nature of chemicals present in groundwater, soil, surface water, and sediment
- Determination of which SWMU sites will require further investigation

Mr. SooHoo explained that the Navy upon agreement with Dr. Barbara Smith of EPA, Ms. Susan Gladstone of the Regional Water Quality Control Board (RWQCB), and Mr. Jim Pinasco of DTSC, grouped the SWMUs into the following action categories:

- Category I, septic tank SWMU sites that do not warrant further investigation
- Category II, SWMU sites that do not warrant further investigation
- Category III, SWMU sites presently being evaluated under existing environmental programs
- Category IV, SWMU sites to be evaluated under the Navy underground storage tank (UST) compliance program
- Category V, SWMU sites to be evaluated through the expansion of an existing installation restoration site
- Category VI, SWMU sites that will most likely proceed for further evaluation
- Category VII, SWMU sites that will warrant a corrective action prior to the completion of the RFA study

Mr. Kory asked whether additional samples will be taken for the Category VI sites. Mr. SooHoo responded that since the Navy and the regulators do not have sufficient information regarding the Category VI sites, additional samples will be taken.

Mr. Larry Myers asked why there is insufficient data at this time. Mr. SooHoo explained that these are complex sites, and it takes time to collect sufficient information. Ms. Gladstone (RWQCB) stated that at these Category VI sites, the Navy found some contaminants. Most of these contaminants are heavy metals or petroleum products. But, the problem is, the regulators do not have sufficient information to determine whether or not these contaminants pose a risk to human health or to the environment.

Mr. O'Brien asked whether or not the septic tanks have been removed. Mr. SooHoo responded that most of the septic tanks are operational and remain at the base. Mr. Schwartz asked what was found in the septic tanks. Mr. SooHoo noted that the septic tanks contain human waste, slop sink water, and possible contamination from the slop sinks (i.e. washing of paint brushes) as well as the potential disposal of pesticides.

Mr. Schwartz asked whether the plan is to pump out the septic tanks. Mr. SooHoo explained that the Navy plans to pump out the septic tanks. He stated that, if necessary, the material will be treated.

Mr. SooHoo focused on SWMU sites 13 (Missile Maintenance), 16 (Public Works), and 40 (Electrical Substation). He noted these three sites fall within Category VII, and may warrant a corrective action prior to the completion of the RFA study.

Mr. SooHoo explained that Site 16 has been used as a public works department and there is a concern that the Navy mixed pesticides at this location, particularly DDT. He stated that approximately 130 cubic yards (or approximately 10 truck loads) of contaminated soil will be removed. Mr. Myers asked whether the Navy is concerned over the decomposition of DDT. Dr. Smith explained that DDT decomposes and some of this decomposed material may be more toxic than the DDT. Ms. Gladstone noted that DDT was designed to remain in the soil. Mr. Steve Bachofer asked whether the DDT is impregnated in the soil. Mr. SooHoo stated that the DDT is impregnated in the soil.

Mr. Myers asked Mr. SooHoo to describe the size of SWMU site 40. Mr. SooHoo stated that SWMU site 40 is an electrical substation near the Port Chicago Memorial and the contaminant of concern is polychlorinated biphenyls (PCB). He noted that the site is approximately 8 feet by 8 feet, and the preference is not to excavate the area due to potential damage to the drainage ditch which is very close to the contaminated area. Mr. Myers asked whether it is acceptable scientific practice to leave the PCBs at the site. Dr. Smith explained that the area will be paved and as long as that area is maintained, it will not be of concern to the regulators.

Ms. Gladstone explained that the PCBs are of concern to the RWQCB, especially regarding the potential contamination of aquatic organisms. She stated that paving the area protects the aquatic organisms. Mr. Myers asked whether there is a concern regarding groundwater contamination. Ms. Gladstone stated that the groundwater is deeper than the PCB contaminated area.

Mr. John Rosengard asked the agency representatives to clarify whether the mere presence of some contaminants may mean that there is a problem to humans. Dr. Smith stated that there is a greater concern for the non-human receptors in some of these sites and that the agency representatives are reviewing the data collected.

Mr. SooHoo concluded his presentation by stressing that there will be two opportunities for RAB input. First, the RAB should contact Mr. Yee at (415) 244-2558 by the end of March with any comments regarding the SWMU sites. By the end of August 1996, the RAB will receive the draft RFA Confirmation Study and the Navy and regulators will ask for RAB input. Mr. SooHoo stated the RAB will have 14 days to provide comments on the draft RFA Confirmation Study. Mr. Kory explained that the RAB may not have sufficient time to respond since it meets only once a month. Mr. SooHoo responded that he will make arrangements so there is sufficient time for the RAB to provide input into the final report.

Dr. Smith thanked Mr. John Rosengard for assisting Mr. SooHoo in the preparation of his presentation on the SWMUs.

IV. NAVAL WEAPONS STATION CONCORD INTER-AGENCY ENVIRONMENTAL CLEANUP AGREEMENT

Mr. Yee briefed the RAB on the Federal Facilities Site Remediation Agreement (FFSRA). He stated that the FFSRA was signed by the Navy and DTSC in 1992. This agreement established responsibilities for conducting cleanups at the naval weapons station. Mr. Yee stated that the FFSRA established the Navy as the federal entity responsible for the cleanup of the contaminated areas.

Mr. Yee noted that major components of the FFSRA include: the cleaning up of the contaminated sites in accordance with federal and state environmental laws, reviewing and approving technical documents, scheduling cleanup activities, and resolving disputes between the Navy and the regulators.

Mr. Yee explained that the FFSRA is a legal agreement, and is legally binding. He noted that the agreement terminates when cleanup activities are completed, or if the Navy signs a Federal Facilities Agreement (FFA) with EPA. Mr. Yee stressed that the FFSRA covers only cleanup activities for past releases of hazardous wastes. UST closures and compliance activities related to the everyday operations of the base are not covered.

Mr. Yee stated that the FFSRA contains an environmental cleanup schedule for the naval weapons station that is legally binding. He noted that the schedule may be revised as needed; however, all revisions must undergo formal, legal negotiations.

Attachment D is a list of the handouts distributed at the meeting.

V. COMMITTEE REPORTS

A. Document Review Committee Report

Mr. Clint Mayfield, Document Review Committee chair, was not present. No report was delivered at this meeting.

B. Finance Committee Report

No report was issued from the Finance Committee. Mr. Schwartz noted that he talked with the Finance Committee chair, Mr. John Fuery, who informed Mr. Schwartz that he had been ill, but that he intended to remain an active member of the RAB.

C. Legal Committee Report

No report was issued from the Legal Committee.

D. Procedures Committee Report

Mr. Kory announced that Mr. Richard Purdue was approved as a member of the RAB at the last Procedures Committee meeting. He noted that the next meeting of the Procedures Committee will take place on April 4, at 7:00 p.m., at the Badge and Pass Office at WPNSTA Concord. Attachment E is the April 4, 1996, WPNSTA Concord RAB Procedures Committee meeting minutes.

E. Public Relations Committee Report

Mr. Henry O'Hagan, Public Relations Committee chair, reported that the Public Relations Committee met on February 19, 1996. He announced that the committee decided to host a "Public Speaking Workshop" on Saturday, March 23, 1996, at the Badge and Pass Office. Approximately 10 RAB members signed up for the workshop. He encouraged all those present to participate in the workshop.

Mr. O'Hagan announced that the Public Relations Committee sent a letter to the inactive RAB members to encourage them to attend more meetings. He commended Ms. Sylvia Kotecki who authored the letter and noted that three RAB members had contacted him as a result of receiving the letter.

Mr. O'Hagan reminded the RAB that he had agreed to chair the Public Relations Committee for six months and that his term expired in March. He encouraged interested RAB members to attend the next meeting of the Public Relations Committee which is scheduled for Monday, March 25, at 7:00 p.m. at his house, 3437 Esperanza Drive, Concord. Mr. O'Hagan thanked Ms. Roodkowsky for providing assistance to the Public Relations Committee. Attachment F is the March 25, 1996, NWSC-RAB-PR Committee meeting minutes.

NEW BUSINESS

I. FUTURE AGENDA TOPICS

Mr. Yee announced that Mr. Herbach will discuss the status of Navy environmental funding as well as specific funding issues related to the naval weapons station.

Mr. Rosengard asked if Mr. Schwartz would provide the CAREER/PRO video for the RAB at the next meeting. Mr. Schwartz stated that he would work with Mr. Yee to obtain the video.

II. ANNOUNCEMENTS

No new announcements were presented at this meeting.

III. PUBLIC COMMENT

Mr. Schwartz invited the public to comment on the issues raised in the meeting.

IV. ACTION ITEMS

The action items noted during the RAB meeting were as follows:

- The RAB will host a site tour of the naval weapons station on Saturday, April 27.
- Mr. Schwartz will obtain a video from CAREER/PRO for the April RAB meeting.
- The Public Relations Committee will host a Public Speaking Workshop on Saturday, March 23, 1996.
- The Public Relations Committee will consider the publication of a continually updated RAB calendar of events such as the Public Speaking Workshop, future RAB meeting presentations, or proposed actions by regulators or remediation contractors.

V. ADJOURNMENT

Mr. Schwartz adjourned the meeting at 9:05 p.m. A copy of these meeting minutes is available to the public in the information repository located at

**Contra Costa County Library
Main Branch
1750 Oak Park Blvd.
Pleasant Hill, CA 94523
(510) 646-6434**

ATTACHMENT A
LIST OF ATTENDEES
MARCH 21, 1996, RAB MEETING
(One Page)

**LIST OF ATTENDEES
RESTORATION ADVISORY BOARD (RAB) MEETING**

Thursday, March 21, 1996

1. COMMUNITY MEMBERS

Mr. Steven Bachofer, Mr. Richard Cox, Mr. Scott Etzel, Mr. Steve Gallo, Mr. Ed Gardner, Mr. James Koeppel, Mr. David Kory, Ms. Sylvia Kotecki, Mr. Ralph Lambert, Ms. Colleen Monahan, Mr. Larry Myers, Mr. Raymond O'Brien, Mr. Henry O'Hagan, Ms. Connie Peak, Mr. John Pearson, Mr. Richard Purdue, Mr. John Rosengard, Ms. Catie Roy, Mr. Herb Schwartz (Community Co-Chair), Mr. Thomas Shirley, and Ms. Jeanne Waggoner.

2. NAVY MEMBERS

Mr. Ronald Yee and Mr. Roger SooHoo, Engineering Field Activity West.

3. REGULATORY AGENCY MEMBERS

Ms. Susan Gladstone, California Regional Water Quality Control Board; Mr. James Pinasco, California Department of Toxic Substances Control, and Dr. Barbara Smith, U.S. Environmental Protection Agency.

4. OTHER ATTENDEES

Ms. Suzanne Craft, PRC Environmental Management, Inc. (PRC); Ms. Diane O'Hagan Davis and Mr. Donald Young, guests of Mr. Hank O'Hagan; Ms. Chris Lau, Concord; Ms. Connie O'Hagan, Concord; and Ms. Tatiana Roodkowsky, PRC.

ATTACHMENT B

**AGENDA
MARCH 21, 1996, RAB MEETING**

(One Page)

AGENDA

NAVAL WEAPONS STATION CONCORD RESTORATION ADVISORY BOARD MEETING

Thursday, March 21, 1996

**7:00 p.m. - 9:00 p.m.
Ambrose Community Center
3105 Willow Pass Road
Bay Point, California**

7:00 - 7:05	WELCOME AND INTRODUCTIONS
7:05 - 7:15	COMMUNITY CO-CHAIR REPORT
7:15 - 7:20	MEETING MINUTES APPROVAL
7:20 - 7:40	SOLID WASTE MANAGEMENT UNIT PRESENTATION ON RECOMMENDATIONS FOR PROPOSED ACTION
7:40 - 8:00	QUESTIONS AND ANSWERS
8:00 - 8:10	BREAK
8:10 - 8:30	FEDERAL FACILITY SITE REMEDIATION AGREEMENT SCHEDULE
8:30 - 8:45	COMMITTEE REPORTS Document Review Committee Finance Committee Legal Committee Procedures Committee - Vote on Procedures for Notifying and Removing Inactive Members [For a description of these recommendations, refer to the January 18, 1996, RAB meeting minutes] Public Relations Committee
8:45 - 8:55	FUTURE AGENDA TOPICS AND REPORT ON STATUS OF ACTION ITEMS
8:55 - 9:00	PUBLIC COMMENT
9:00	ADJOURNMENT

ATTACHMENT C

**NAVY'S RESPONSE TO MR. RAY O'BRIEN'S MEMORANDUM
DATED MARCH 5, 1996**

(Will be mailed at a later date.)

ATTACHMENT D
SUMMARY OF HANDOUTS AND OVERHEAD SLIDES
(One Page)

SUMMARY OF HANDOUTS AND OVERHEAD SLIDES

1. Solid Waste Management Unit (SWMU) Sites Overhead Slides
2. Federal Facility Site Remediation Agreement Overhead Slides

ATTACHMENT E

MEETING MINUTES

APRIL 4, 1996, WPNSTA CONCORD RAB PROCEDURES COMMITTEE

(One Page)

*DRAFT**DRAFT*

**4 APRIL 1996 MEETING OF THE PROCEDURES COMMITTEE OF THE
RESTORATION ADVISORY BOARD FOR NAVAL WEAPONS STATION CONCORD**

MEETING LOCATION: I.D. Badging Office, NWS Entrance Port Chicago Hwy

COMMITTEE ATTENDEES: David Kory, Chair
Clint Mayfield
Larry Myers

COMMITTEE ABSENTEES: Rich Cox
John Fuery
Ed Gardner
Tony Jorgenson
Catie Roy
Wil Zukeran

Next Procedures Committee Meeting & Location:

Thursday, 6 June 1996, 7:00pm @ I.D. Badging Office, NWS Entrance Port Chicago Hwy

1. Committee member Rich Cox had faxed to David Kory his suggestions and opinions for this meeting earlier, as he was not able to attend.
2. A membership application was received from Tatiana Roodkowsky, expressing her interest in serving on the RAB, as well as the Document Review, PR, and Legal committees. The PC agreed to recommend to the RAB that she be accepted as a new member.
3. Rich Cox suggested that our name badges be modified to include our city of representation and committee membership. The badges could then be worn by the members when attending functions representing the RAB, such as through the Speaker's Bureau. The PC agreed this was a good idea, but should be an option for members, as some may choose not to indicate their city, or to list an agency, other affiliation or representation instead. The PC recommends that any member wishing to change their name badge should write their preference on a sheet to be provided near the sign-in list at the RAB meeting, or to inform PRC directly.
4. Rich Cox suggested that self-introductions be limited to just the Co-Chairs at future meetings, in the interests of time. The PC agreed that if the table tent name cards are available and used, there is no need to self-introduce each month. The table tent name cards could also be modified to reflect representation and committee memberships as on the name badges discussed above.
5. The PC asked David Kory to review RAB member's attendance per the rule adopted at the last RAB meeting, and to provide a list of members needing to be contacted at the next RAB meeting.

ATTACHMENT F
MEETING MINUTES
MARCH 25, 1996, NWSC-RAB-PR COMMITTEE

(One Page)



COPY

NWSC-RAB-PR COMMITTEE ▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲

Richard Edward Cox • Chairman • 3454 Esperanza Dr • Concord, CA 94519 • Telephone (510) 680-0993 • Fax (510) 680-0980

March 27, 1996

FROM: Richard Cox
PR Committee Chairman
NWSC-RAB - Public Relations Committee

TO: Herb Schwartz
Community Co-Chairman
NWSC-RAB

Subject: NWSC-RAB PR Committee Meeting
25 March 1996

1. A meeting was held at the home of Henry O'Hagan to appoint a new chairman of the NWSC-RAB Public Relations Committee and discuss "Action Items" for the 18 April 1996 NWSC-RAB meeting.
2. In attendance: Henry O'Hagan, James Koeppel, Edward Gardner, Tatiana Roodkowsky and Richard Cox. Richard Cox was selected as the new Chairman of the PR Committee, for the next six months.
3. Action Items to be brought forth at the next RAB meeting include the following:
 - "The Public Relations Committee is presenting a Role Play of the Public Speaking Workshop held March 23, 1996 by Ms. Catie Roy and Mr. James Koeppel at the April 1996 RAB Meeting." Questions are urged after the presentation.
 - The Public Relations Committee recommends that RAB approve the creation of a "NWSC-RAB Brochure" that the Public Relations Committee would put together modeled after the Moffett RAB.
 - The Public Relations Committee strongly urges that members of RAB contact the Public Relations Committee, for suggestions of organizations and/or contacts for a Public Outreach Program. i.e. Names, phone numbers of organizations or key personnel for contact for our "Speakers Bureau."
4. If you have any questions or comments regarding the Action Items discussed in this letter, please contact me at (510) 680-0993 or by fax at (510) 680-0980.

COPY OF ORIGINAL SENT TO H SCHWARTZ

Richard Cox
Public Relations Community Chairman
NWSC-RAB